

**PERFORMANCE-BASED WORK STATEMENT
FOR
CONTRACT SECURITY GUARDS
27 May 2008**

1.0. DESCRIPTION OF SERVICES. The Contractor will provide certified armed security guards for Installation Entry Control (IEC), Visitor Control Center (VCC), and Commercial Vehicle Inspection (CVI) at National Guard Facilities located throughout Alabama. The Contractor will provide IEC, VCC, and CVI in accordance with Task Orders issued under the ordering clause(s) of this contract. The Contractor will provide an Anti-Terrorism Program Manager (ATPM).

1.0.1 POSTINGS AND SITE LOCATIONS. Site locations consist of the following:

- Post # 1 - Joint Forces Headquarters, Alabama (JFHQ-AL) located in Montgomery, AL.
- Post # 2 - Fort McClellan located in Anniston, AL (Front Gate)
- Post # 3 - Pelham Range located near Fort McClellan (Gate # 3)
- Post # 4 - Fort McClellan/Pelham Range Supervisor (includes Vehicle)
- Post # 5 - Program Manager (PM) Services
- Post # 6 - Anti-Terrorism Program Manager (ATPM) Services

1.0.2 ADDITIVE ALTERNATE POSTINGS AND SITE LOCATIONS. Potential additional Postings and Site locations consist of the following:

- Post # A1 - Fort McClellan located in Anniston, AL (Back Gate/Minuteman Gate)
- Post # A2 - Pelham Range located near Fort McClellan (Gate # 5)
- Post # A3 - Army Aviation Support Facility # 1 located in Montgomery, AL
- Post # A4 - Army Aviation Support Facility # 3 located in Mobile, AL

1.0.3 DETAILED PRICING OF THE POSTINGS AND SITE LOCATIONS. Vendor will provide the lump sum costs for the uniforms, equipment, training, etc. on the Request For Proposal (RFP). This shall be a one time charge to be paid in the first invoice. Vendor will also provide a detailed listing of prices by post to be used as a unit rate for adding or deleting services in the future on the RFP.

1.1. REQUIREMENTS. The Contractor must be certified in the State of Alabama and have some experience in performing security operations on Department of Defense (DOD), Military, and/or National Guard (NG) facilities/installations. The Contractor will provide state certified/trained and qualified on-duty armed security guards from the first day of performance through completion of this contract in support of IEC, VCC, and CVI functions at designated installations in accordance with the Performance-based Work Statement (PWS) and any other mandatory federal, state, local, DOD, and Army regulations and applicable Force Protection Conditions (FPCON). In support of their IEC, VCC, and CVI duties, Contractor guards must be able to deter, detect, and detain, by use of necessary force, trespasser or persons who illegally gain or attempt to gain access to the installation. Additionally, Contractor guards must be able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, explosive materials, weapons, and any other skills that are inherent to performance of the tasks of this Performance Work Statement (PWS), in accordance with installation operating instructions provided by Director of Military Support (DOMS) after contract award. Such personnel will be detained until Contractor personnel are able to turn them over to law enforcement authorities. **NOTE:** Contractor will provide all equipment not otherwise furnished by the Government (as stated in the paragraphs of Sections 1 and 3) necessary to safely perform all task requirements set forth in this PWS.

1.1.1. Installation Entry Control. The Contractor will provide courteous, timely service continuously while maintaining control of all personnel and vehicles entering the installation in accordance with the local installation plans and policies provided upon award. When required, the Contractor will also control all personnel and vehicles departing the installation in accordance with local installation plans and policies. Entry control requirements will vary according to FPCON. As a minimum the Contractor will be required to provide the following services:

1.1.1.1. Perform checks of individual identification.

1.1.1.2. Perform inspections of vehicles.

1.1.1.3. Issue Visitor Passes at gates.

1.1.1.4. Direct traffic at gates.

1.1.1.5. Keep gatehouse/guardhouse clean and orderly.

1.1.1.6. Perform emergency procedures for gate closure.

1.1.1.7 Provide directions to all locations on the facility/training site.

1.1.2. Commercial Vehicle Inspections. Prior to base entry, all commercial vehicles will be inspected to ensure no unauthorized vehicles, personnel, or materials enter the installation. Inspections will be conducted in a professional, safe, and courteous manner while maintaining control of all personnel and vehicles during inspection. Vehicle inspection requirements will vary according to FPCON. Contractor will supply to their employees any necessary safety equipment/material (e.g., goggles, appropriate clothing/shoes, traffic vests, etc.) to conduct vehicle inspection.

1.1.2.1. Conducts inspections of commercial vehicles at the designated vehicle inspection point in accordance with the provided DoD Guidelines and local procedures. Inspections include, but are not limited to, the interior of the vehicle cab, bed/box, trunk, trailer, under the hood, and underside of the vehicle.

1.1.2.2. Inspections include the use of various government furnished equipment such as mirrors, hand-held/desk top explosive detectors, X-ray units, under vehicle surveillance systems.

1.1.3. Visitor Control Center. The Contractor will provide courteous, timely service continuously while maintaining control of all personnel during required document verification and vehicle pass processing prior to entering the installation, in accordance with the local installation plans and policies. Contractor will sign in visitors according to local procedures once it is determined there is a valid need to enter the installation.

1.1.4. Supervisor with Vehicle (Post 4). Contractor will provide the vehicle, certified and properly licensed operator to perform the Supervisor mission. A Supervisor will be required to constantly move between posts on Fort McClellan as well as at Pelham Range. When directed, the Supervisor will be required to respond immediately to any critical location as needed to maintain security or control gate(s). Contractor will provide all the required costs associated with this Supervisor and vehicle to include but not limited to: bonding, insurance, fuel, maintenance, emergency lights bar/dome (no red or blue lights), installation and removal of owner supplied radio, etc.

1.1.5. Standard Operation Procedures (SOP): The Contractor will develop and maintain an approved Standard Operating Procedures (SOP) in compliance with all Alabama National Guard policies and procedures for each site. The SOP is an Administrative Manual defining routine and

standard procedures for handling situations and matters pertaining to posts and guard service requirements. The Site SOP will be coordinated with the Site Security Manager's Security Plan. An implementation letter, signed by the site Officer-in-Charge (OIC), will implement the approved SOP. The Site SOP will have detailed special instructions for each post. SOPs will be periodically revised to synchronize the collective security plan, incorporate lessons learned and accommodate new technologies. The Standard Operating Procedures will address the Contractors performance in the following:

1. Actions directed by the Commanding Officer or his designated representative.
2. Deterrence and reporting of the damage, pilferage, removal, misappropriation, misuse, larceny, theft, or other improper or unlawful threats to or disposition of Government or personal property or acts of espionage, sabotage, or wrongful destruction within the designated area(s).
3. Actions to prevent the occurrence of fires, explosions, collapses, and other catastrophes. In such an event, the Contractor will summon appropriate local response forces and then notify Government personnel as identified in the SOP.
4. Safeguarding of personnel, deter the commission of crimes against person, summon appropriate response forces, and assist those response forces as required.
5. Deter and report violations of site regulations, and enforce traffic regulations as required.
6. Provide proper documentation and reports of all incidents and investigations.
7. Receive, secure, issue and account for all keys issued to the Contractor or placed under the Contractor's control.
8. Provide fixed post guards.
9. The Contractor will maintain a current copy of the SOP at each guard post. A detailed review of the SOP will be provided as part of each employee's training program and each time the SOP is modified.
10. Gate Openings. The Contractor will close gate(s) within 10 minutes of the scheduled time as specified in the SOP.
11. The SOP will address all contingency performance checklists.

1.2. QUALIFIED ARMED GUARDS.

1.2.1. Training. Contractor will meet all training, licensing and certification requirements as identified in supporting subparagraphs.

1.2.2. Pre-Performance Training and Job Knowledge. Contractor provides all pre-performance training and is responsible for all associated expenses to include, but not limited to, state fees, license fees, and certification fees. A reasonable degree of proficiency and knowledge of the specific tasks and associated security guard skills identified in paragraph 1.1 are required under this contract. Contractor employees will meet training requirements for state-level armed security guards in the state where they are working. State required training must be performed by a state certified trainer. **Application of Federal immunity from state regulation does not apply.**

1.2.2.1. For installations in a state with no state certification requirements, the Contractor will provide a minimum 30-hour training plan for contract guards. This training plan must be included as part of Contractor's quote and be reviewed in advance by HQ JTF with Contracting Officer approval and will include, at a minimum, the following topics: Use of deadly force, secondary use of force, entry control procedure, apprehension techniques, vehicle search techniques, local and state applicable legal statutes, physical fitness training, and additional weapons familiarization (if required). Each security guard will complete the 30-hour training requirement prior to government furnished initial training (3.1.).

1.2.2.2 The Contractor will provide a third party instructor to conduct the 30-hour training for all contract guards. The third party instructor will be certified to conduct security guard training. Contractor will submit documentation of successful completion of this training by each contract guard to DOMS.

1.2.2.3. Contractor will provide the Government (DOMS) a copy of all initial and refresher contract guard training records/certifications.

1.2.3. State Licensing. As used in the PWS, the term "State" means State of Alabama.

1.2.3.1. Licensing of Security Guards. Contractor will ensure all security guards possess state weapons permits and state armed guard certification required for state armed guards to perform security guard services in the respective state of employment. **Federal immunity from state regulation is not applicable to this task order.** If license is not obtained prior to performance start date, Contractor will show proof of license application submission with all fee payments and successful completion of all prerequisites for licensing. All guards, whether or not they have received licenses, **must be fully trained and qualified before posting.**

1.2.3.2. Licensing of Contractor. Contractor must possess State certificates or licenses to the extent such certificates or licenses are required to obtain security guard licenses or weapons permits for their employees before start of performance. **Federal immunity from state regulation is not applicable to this task order.** If the necessary certificate or license is not obtained prior to performance start date, Contractor will show proof of application submission with all fee payments and successful completion of all prerequisites for licensing. However, the Contractor is not relieved from providing fully trained and qualified guards by contract start date.

1.2.4. Arming Requirements for Contract Personnel. Contractor will provide to the installation Security Forces Operations Officer/Superintendent, or their designated representative, proof that Contract employees have accomplished successful completion of weapons training and qualification. This requirement must be met prior to posting that employee. The Contractor may be required to remove from duty any individual for unsafe weapons handling, loss of ammunition, or safety violations. Copies of individual state weapons certification authorization must be on file with DOMS. Until license certification is received, Contractor will provide proof of license application submission with all fee payments and successful completion of all prerequisites for licensing.

1.2.5. Secondary Use of Force (tactical baton, nightstick, or Oleoresin Capsicum (OC) Spray). Each contract guard must carry the equivalent secondary use of force, as is carried/used by the Government at each specific base. No guard is authorized to carry any secondary use of force without first meeting required Government standards/training/certification.

1.3. CONTRACTOR FURNISHED ITEMS. Contractor will ensure all contract guards are properly equipped in accordance with the requirements of this PWS. Equipment will meet or exceed all minimum standards set by National Institute of Justice (NIJ). Contractor will ensure the contract guards are trained

and certified in the proper use of any equipment and material item necessary in the performance of duties under this PWS. **All guards must be fully equipped before posting.**

1.3.1. Uniforms. The Contractor will provide standard security guard uniforms in accordance with commercial standards and Appendix A of this PWS. Uniform and patch submission must be reviewed by HQ JTF with Contracting Officer approval prior to purchase. Provide sufficient uniform clothing and footwear for use during local installation inclement weather conditions/extremes. All seasonal uniforms will be identical, except for items that identify rank or position. All security guards on duty will wear uniform seasonal clothing, shoes, and equipment. Vehicle inspection posts require specialized uniforms (i.e. overalls). Contractor will submit sample of specialized uniforms to HQ JTF for review and Contracting Officer approval prior to purchase.

1.3.2. Badges. The Contractor will provide Contract personnel identification badges to wear while on duty. The badges must be able to withstand inclement weather. Badges will contain a personal photograph, full name of employee and Contractor's company name. Badges will be worn in a uniform manner on the outermost garment in full view above the waist.

1.3.3. Miscellaneous Equipment. Unless specifically stated otherwise, each item of guard equipment, secondary use of force equipment, and associated items are to be provided on a 1:1 basis: if there are 100 guards at Base A, then Contractor will provide 100 duty belts, vests, etc. at Base A.

- Duty Belt - Appropriate holster, flashlight holder, uniform belt keepers (4), single magazine case, secondary use of force holder (s) and handcuff case. All duty belt equipment must be constructed of the same black nylon base material (i.e., web belt with web gear).
- Handcuffs will be Smith & Wesson, Peerless, or equal. Handcuffs are considered to be equal if they are constructed of a gauge of metal that is at least as thick/dense as used by Smith & Wesson or Peerless, have double locks, and open with a standard handcuff key.
- Flashlight – One flashlight will be issued to each security guard and will be carried on their person.
- Reflective Vest – One reflective vest will be issued to each security guard, to be readily available for periods of reduced visibility/inclement weather, as directed by local base policy.
- Nightstick, police baton, OC spray or other secondary use of force equipment, as used and mandated by local base policy. Where required by local installation, the Contractor will use a 26-inch Tactical Baton.
- Body Armor, NIJ (National Institute of Justice) Level IIIA. One set of body armor will be provided for each guard. Body armor will be readily available when guards are posted. When necessary and directed, body armor will be worn by each guard in accordance with local policy.

1.3.4. Supervisor Vehicle (Post 4). Contractor will provide appropriately equipped vehicle(s) for performing the supervisor mission. Mission requires constantly moving between posts and responding to emergency call to specific location for gate control, maintaining security, etc. Vehicle(s) will be properly identified as "security" and be fully equipped to include emergency lights package (other than red or blue lights). Contractor will install the owner supplied radio (radio compatible with McClellan communications). Contractor shall also remove radio and return to owner at termination of contract or as directed by Contracting Officer.

1.3.5. Weapons. Prior to completion of the Qualification Course of Fire, the Contractor will provide each security guard with his or her personally assigned standard 9mm Beretta Model M9

semi-automatic handgun (commercial variant without attachments such as laser sights), or equal in performance of PWS tasking requirements. The main characteristic of an equivalent is the pistol's ability to accept an ammunition magazine used in the Beretta Model M9. The Contractor will obtain Government approval for any equivalent before contract award. ("Each" is defined as 1:1 ratio, ie. If 100 guards at Base A, you will provide 100 9mm weapons at Base A).

1.3.5.1. Use of any privately owned personal weapon or ammunition is prohibited.

1.3.5.2. Contract security personnel will not carry a concealed weapon on the installation even if they are licensed to do so off the installation.

1.3.5.3. The Contractor will ensure weapons familiarization in accordance with (IAW) FM 3-23.35. Performance and recurring qualification training will meet the Army Qualification Course (CPQC) standard stated in Appendix A, FM 3-23.35. The Contractor will provide documentation of successful completion of all training to DOMS.

1.3.5.4. Weapons will be loaded/unloaded in accordance with Army procedures outlined in FM 3-23.35. A Contract Shift Supervisor must be present during all clearing loading and unloading operations. The Contractor Shift Supervisor must be trained and certified by local Security Forces personnel to perform clearing barrel duties. Proof of such training must be documented in each supervisor's training record. Contractor Shift Supervisors will perform clearing barrel duties for Contractor employees only.

1.3.6. Ammunition. Contractor must provide same ammunition as used by the Government at base of service for each security guard (i.e., standard ball 9mm ammunition.) The Contractor must:

- Provide prior to start date, duty ammunition load to equip 100 percent of contract guards at the same time.
- Provide each contract security employee with sufficient ammunition for a full magazine (15 rounds) in the weapon and a second full magazine (15 rounds) to be carried on his/her person while on duty. Arming requirements include a chambered round in weapon when on duty. When off-duty, ammunition will be accounted for by the security guard.
- Provide appropriate ammunition for the completion of the weapons proficiency training using the Army Qualification Course (CPQC) standard stated in Appendix A, FM 3-23.35 as a guide.

1.3.7. Weapons Maintenance. Contractor will ensure weapons are serviceable and properly cleaned. Any problems or malfunction of weapons will be immediately reported to the shift supervisor.

1.3.8. Contractor Vehicles. Contractor will provide the necessary vehicles for transportation to and from assigned duty post for their employees.
(NOTE: Privately Owned Vehicles (POVs) are authorized for this purpose however, vehicles must be parked in appropriately designated areas. Vehicle parking space available at each location on a first come first served basis).

1.3.9 Cameras. Contractor will provide each entry point post with a digital camera to facilitate capturing an electronic image of any suspicious persons or vehicles and provide these images in conjunction with the normal reporting process.

1.4 SECURITY CLEARANCE REQUIREMENTS. A Secret security clearance is required for the Program Manager and Site Managers. If clearance is validated in the Joint Personnel Adjudication System, an individual may perform duties pending administrative transfer of the clearance. All other contract personnel must submit to a police records check (NCIC and local) before being eligible to perform work under this contract. Former employees who are rehired after more than 30 days' separation must submit to a new set of completed police (NCIC and local) records check. Background checks are the responsibility of the Contractor.

1.5. RETRIEVING IDENTIFICATION MEDIA. The Contractor will retrieve and return to host unit, all identification media, including vehicle decals, badges, etc., from contract employees that depart for any reason before the contract expires and upon termination of the contract.

1.6. LISTING OF EMPLOYEES. The Contractor will maintain a current listing of employees by installation, which must include employee's full name, social security number, date of birth, and level of security clearance (if applicable). The list will be validated and signed by a company management official and provided to DOMS or local supervisor at the local installation prior to the contract start date. Updated listings will be provided when any employee's status or information changes.

1.7. REPORTING REQUIREMENTS. The Contractor will report any information or circumstances of which they are aware may pose a threat to the security and/or safety of DOD personnel, Contractor personnel, resources, and classified or unclassified defense information. Contractor Posts in Montgomery will report directly to DOMS. Contractor Posts at Ft. McClellan and Pelham Range will report directly to Directorate of Plans, Training, Mobilization, and Security (DPTMS). DPTMS will report to DOMS.

1.8. INCIDENT REPORTING. The Contractor will immediately report all incidents. Incidents include but not limited to weapons discharge, breach of security, accidents, procedural violations, injury to persons or property. The Contractor and all employees will not discuss or provide any information concerning any incident with any other private, civil or government organizations without permission of DOMS and the Contracting Officer. Contractor Posts in Montgomery will report directly to DOMS. Contractor Posts at Ft. McClellan and Pelham Range will report directly to DPTMS. DPTMS will report to DOMS

1.9. TESTIFYING RESPONSIBILITY. Contractor is required to fully cooperate if called upon to testify or submit a statement in a court-martial or any related court or legal proceeding. Contractor employees called upon to testify will do so in duty status. Cost associated with this task will be included as overhead in the Contractor's quote. Replacements must be provided for guards who testify in duty status to ensure all posts are fully manned at all times.

1.10. PHYSICAL SECURITY WORK AREAS. Contract employees will comply with installation operations plans/instructions for Force Protection Condition procedures and local search/identification requirements. The Contractor will safeguard all government property.

1.11. DUTY/WORK AREAS. The Contractor will adhere to local installation procedures for entry to areas where Contractor personnel will work.

1.12. KEY CONTROL. The Contractor will establish and implement key control procedures to ensure keys issued to the Contractor by the Government are properly safeguarded and not used by unauthorized personnel. The Contractor will not duplicate keys issued by the Government. Lost keys will be reported immediately to the Site Manager. The total cost of lost keys, re-keying or lock replacement will be reimbursed to the Government as a Claim against the Contractor. Contractor employees will not use keys to open work areas for personnel other than contract employees engaged in performance of duties, unless authorized by the Security Forces Operations Officer/Superintendent.

1.13. PRIOR TO EMPLOYMENT SECURITY SCREENING. The following background checks will be conducted and completed for all Contractor personnel performing services under this contract. Further, all Contractor personnel are subject to periodic background checks throughout the duration of the contract, at the discretion of the Government.

1.13.1. Wants and Warrants Investigations / Background Checks. The Contractor will perform and provide a pre-employment Wants and Warrants investigation on each individual. Investigations will include, at a minimum, employment history, verification checks of conviction records, ongoing criminal charges, credit check, driving record, and proof of possession of a valid driver's license. The Contractor is responsible for pre-employment background investigation costs (See paragraph 1-4). The Contractor will provide all investigation results to DOMS.

1.13.2. NCIC and NAC Requirements. The Contractor will perform a National Crime Information Center (NCIC) check on all prospective Contractor on-site employees. If NCIC results indicate an individual does not meet National Agency Check (NAC) requirements, the Government reserves the right to require removal under PWS paragraph 1.16.2. The Contractor will provide DOMS all applicable NAC information for each prospective contract employee candidate that has favorable NCIC results. The Contractor may temporarily assign a potential employee pending a favorable NAC report if the Contractor has submitted all required information to the Government and there is no known disqualifying information. .

1.13.3. Lautenberg Amendment. Persons who are prohibited by 18 U.S.C. 922(d)(9) and (g)(9), Lautenberg Amendment, from possessing firearms cannot be employed under this contract. This includes persons who have been convicted of or charged with any felony, or have been convicted of a misdemeanor crime of domestic violence, or who are subject to a court order that restrains the person from harassing, stalking, or threatening. Further, the Contractor must present to the Contracting Officer any known evidence of criminal misconduct by a prospective or current employee. The Contracting Officer, in his sole discretion, will determine whether such misconduct is a disqualification from employment. Personnel currently employed who are formally charged with a criminal act (to include domestic abuse will be suspended from work pending the outcome of such charges).

1.13.3.1. Contractor will brief each employee on the Lautenberg Amendment and complete a DD Form 2760 on each employee. The briefing and Form must be completed before that employee receives government provided training and annually thereafter. Contractor will provide DOMS documentation of all initial and annual briefings.

1.14. GENERAL INFORMATION.

1.14.1. Place of Performance/Hours of Operation. The Contractor will support DOMS at each installation addressed in this Task Order. The shift start/stop times will be determined by DOMS, in conjunction with PWS requirements. Recommend contract security personnel not exceed (40) forty hours per week to include related Post-Associated Time (PAT). PAT is defined as time required for weapons/ equipment issue and turn in, pre- and post-shift briefings (Guardmount) and transit time to and from post. PAT for Active Duty installations is estimated to be 30 minutes prior to and after each shift. Contractor Shift Supervisor will brief all Guardmount information pre- and post-shift to all contract guards during the PAT and prior to posting. See Appendix B for a list of post and required staffing (Manpower Assessment).

1.14.1.1. A weekly written schedule must be provided to DOMS at least three (3) calendar days before the beginning of each workweek. Any changes must be coordinated with DOMS on a daily basis.

1.14.1.2. Contract Security personnel will not perform any duty in excess of 12 hours to include PAT and must have at least 8 hours rest between shifts. The consumption/intake of alcoholic beverages or other substances that would impair/alter judgment or performance during the 8-hour period prior to a scheduled shift is prohibited.

1.14.1.3. The Contractor must provide shift relief for employees during meals and scheduled breaks as required by state and local law, as well as OJT/standardization and evaluation training and testing. Contractor guards must be relieved to take meal breaks off / away from posts.

1.14.2. Privacy Act. Work on this project may require that personnel have access to Privacy Information. Personnel will adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable rules and regulations.

1.14.3. Minimum Guard Requirements. Contractor guards will meet all pre-employment requirements prior to assuming government posting duties. Contractor will ensure that all guards meet the following minimum qualifications prior to posting:

- Civilian or military law enforcement/security experience preferred.
- Be a citizen of the United States.
- Be at least 21 years of age.
- Speak, read, write and understand English.
- Be drug free and remain drug free for the duration of the contract.
- Have knowledge of procedures on use of wire and radio communications and report writing.
- Be a high school graduate or possess a Graduate Equivalency Degree (GED) equivalent.
- Possess a valid driver's license.
- Possess a state-issued security guard license and weapons permit (in jurisdictions where such licenses or permits are available)
- Possess adequate physical fitness in order to meet the potential physical demands of the posts.

1.14.4. Standards of Appearance. Employees' appearance will be neat, fit, well groomed, and present a professional image. Employees may not be overweight to the extent that a professional image is not maintained. Employees may not have any intentional body alteration/modification that results in a visible, physical effect that detracts from a professional image. Employees may not have visible tattoos that are obscene, gang affiliated, advocate sexual, racial, ethnic, or religious discrimination or are of an unprofessional nature. Employees may not have any visible brands. Employees are prohibited from attaching, affixing or displaying (body piercing) objects, articles, jewelry or ornamentation to or through the ear, nose, tongue or any exposed body part.

(EXCEPTION: Women may wear one matching pair of earring: one small conservative earring per earlobe that fit tightly without extending below the earlobe. The Contractor will coordinate with DOMS to determine what presents a professional image). Contract guards will wear uniform work clothing with Contractor insignia clearly displayed on the outer uniform garment, above the waist. Unauthorized insignia or accoutrements will not be worn with or on uniform work clothing. Uniform

work clothing will be clean and in well-pressed condition at all times. Footwear will be polished at all times.

1.14.5. Mental demands. Contract security personnel must be mentally alert at all times and capable of taking prompt efficient action to mitigate emergency situations such as fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding Government personnel and property.

1.14.6. Physical Demands. Contract employees are expected to be physically able to perform the following functions in the performance of their assigned duties: frequent and prolonged walking, standing, sitting, stooping, climbing, crawling, jumping, occasional running or sprinting, and subduing and detaining violent or potentially violent individuals. They must be capable of passing the standard Army Physical Fitness Test to demonstrate physical abilities that may be required in emergency situations at a particular post. They must be able to lift up to 50 pounds and administer self-aid and buddy care. The Contractor employees will be capable of performing all duties without regard to any physical limitations that would preclude full performance of duty. Physical stamina and strength in all of its forms (endurance, temperature/climate, stress, etc.) is a basic requirement of this position. Individuals not meeting the physical requirements of their assigned position will be removed from this Task Order upon the Contracting Officer's request.

1.14.7. Medical Examinations. The Contractor will ensure that all personnel are free from any conditions that would interfere with the full performance of duties, as demonstrated by the results of a physical examination within 35 days prior to their performance start date. Disqualifying conditions include presence of any blood borne pathogens, including hepatitis and HIV. The Contractor must ensure **current immunizations meet the Alabama Police Officer Standards and Training (APOST) requirements prior to performance start date.**

1.14.8. Drug Screening. The Contractor is responsible for all associated costs of drug screening for contract employees throughout the term of the contract. Contractor is responsible to conduct initial drug tests for all employees within 35 days prior to performance start date. Drug testing will meet or exceed all state and local requirements. A positive initial drug test disqualifies the individual from employment under this contract. Employed contract personnel are subject to random drug screening at all times. The Contractor will conduct, at a minimum, quarterly random drug screening on 25% of their contract workforce, resulting in 100% tested within a one year period or within the term of this contract, whichever is shorter. (I.E. if 500 guards under contract, must submit minimum 500 drug test samples within one year or less). Contractor will submit timely drug test procedures and results to DOMS. Contractor will notify the Contracting Officer and HQ JTF Commander of any positive drug test results within 72 hours of drug test result notification. A positive drug test disqualifies the individual from further employment under this contract.

1.15. SPECIAL PROVISIONS.

1.15.1. Temporary Removal of Guard Personnel Posing an Imminent Threat. The Commanders of the Security Forces units or designated representative at locations where contract guard personnel are performing may direct the Contractor to temporarily remove immediately any individual from duty who poses an imminent threat to safety of personnel or Government resources. The temporary removal will last until the incident prompting removal has been resolved to the satisfaction of the government. Once the incident has been resolved, the individual will either be allowed to return to work on the contract or permanently removed from performance on the contract in accordance with paragraph 1.15.2. below as the government deems appropriate. Temporary removal of guard personnel does not relieve the Contractor of any performance requirements or create an entitlement to an equitable adjustment.

1.15.2. Permanent Removal of Guard Personnel. The Government reserves the right to permanently exclude any individual from performance under this contract whose performance or appearance does not meet standards (as per paragraphs 1.14.3 through 1.14.8) or who fails to pass a security check (as per paragraphs 1.4. and 1.14). Such failure includes, but is not limited to, falsifying reports or statements; mishandling weapons; loss, destruction, or irresponsible use of government equipment; or other criteria identified in this PWS. When so instructed, the Contractor will immediately remove such individual in accordance with the Contracting Officer's instructions. Permanent removal of guard personnel does not relieve the Contractor of any performance requirements or create an entitlement to an equitable adjustment. The Contractor will not, without the Contracting Officer's consent, reinstate on this contract any employee who has been permanently removed.

1.15.3. Program Manager (PM) Requirements. Include the PM's biographical summary and resume with the RFP. The PM will be the primary Point Of Contact (POC) for all issues of central management, liaison and communication between the Contractor and the Government. The PM may be someone already on the Contractor's payroll. The PM should be a principle or someone with adequate authority to provide answers to the government should any situation arises with Contract Employees under this Contract. The PM must be available to be reached at any time day or night. Government will provide the PM with office space, furnishings, telephone, and computer (as DOMS determines to be necessary) at the Joint Forces Headquarters / State Military Department in Montgomery, Alabama.

1.15.4. Anti-Terrorism Program Manager (ATPM) Requirements. Include the Anti-Terrorism Program Manager's (ATPM) biographical summary and resume with the RFP. The ATPM will be able to meet with HQ JTF personnel within 2 hours of notification at all times (Preferably within 1 hour). The ATPM must be in place full time within 48 hours of contract award. The ATPM must have minimum 10 years' experience in military base security operations, to include direct supervisory experience, with at least 2 years' experience directly related to military base IEC, CVI, and VCC operations. Additionally, the ATPM will have demonstrated knowledge of Federal Government contracting principles, procedures and processes. If the ATPM is replaced during the period of performance, his or her replacement must meet the same aforementioned requirements. Government will provide the ATPM with office space, furnishings, telephone, and computer (as DOMS determines to be necessary) at the Joint Forces Headquarters / State Military Department in Montgomery, Alabama. Additionally, DOMS will provide the ATPM with a Cell Phone.

1.15.4.1. The following additional minimum requirements apply to the ATPM:

- a. Provide antiterrorism plans, guidance, and mandatory standards for protecting state/installation personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism.
- b. Coordinate with local and state authorities to develop, update, and support the state/installation antiterrorism plan and share critical resources.
- c. Implement Random Antiterrorism Measures Program (RAMP) and prepare or direct the preparation and maintenance of contingency plans for mitigation, alert, response, recovery, and reporting of terrorist events or actions.
- d. Must be Antiterrorism Officer Level II Certified.
- e. Must have at minimum a SECRET security clearance.

- f. Must be trained to operate the NXT Communicator System (computerized emergency notification system).
- g. Must be trained on the Core Vulnerability Assessment Management Program (CVAMP) software.
- h. Test RAMP annually and maintain a written record.
- i. Coordinate with Federal, State, and Military law enforcement, conduct, publish, and disseminate threat assessments, and assist subordinate elements in conducting threat assessments.
- j. Ensure Levels I-IV Antiterrorism Training (AT) is conducted and AT training is incorporated into unit training plans and pre-mobilization training.
- k. Plan and develop annual AT exercises.
- l. Conduct annual vulnerability assessments and pre-deployment vulnerability assessments for deploying units.
- m. Conduct annual program reviews and evaluate subordinate programs.
- n. Organize command and staff relationships, establish a functional AT Committee and Threat Working Group.
- o. Provide input to the program manager regarding AT resource management. Ensure that AT funding requirements are identified during the Program Objective Memorandum (POM) and prioritized based on threat vulnerabilities.
- p. Conduct AT review on installation military construction (MILCON) projects.
- q. Maintain state/installation AT program products on the ARNG ATPM GKO database.
- r. Formally identify High Risk Personnel (HRP) and ensure individuals receive appropriate resources and additional terrorist attack training per AR 190-58.
- s. Develop and exercise an attack warning system and conduct drills on emergency evacuations.
- t. Hours of Work. These services will be performed during normal work hours (40 hours per week, except for Federal holidays). No overtime will be required. Some weekend work and travel will be required.
- u. Place of Performance. Primarily the State Military Department, Montgomery, AL. Additional locations include but are not limited to: Birmingham, Fort McClellan, and Mobile, AL.
- v. Level of Effort. The government estimates the level-of –effort of experience (LOE) for this requirement is that of a GS-11, step 4.

w. Benefits Package: The contractor will provide a minimum benefits package to include (but not limited to):

- 10 paid Federal Holidays
- 10 days paid annual vacation (annually)
- 5 days paid sick leave (annually)
- Workman's Compensation Insurance
- State and Federal Unemployment Insurance
- 7.65% (Minimum) Contribution to Social Security and Medicare
- Minimum \$50K in Life Insurance and Long Term Disability Insurance
- Optional Group Medical, Dental (and Optical) Coverage (Minimum, 60/40 contractor/employee contribution)
- 401K with company matching contributions (3% of base salary)

x. Travel Requirements. The contractor shall **INCLUDE** an amount of \$1,000 for required training/certifications travel allowance for the contract period. Only actual travel expenditures may be billed. Additional travel allowance will be added to contract by contract modification as needed. In addition, any excess travel allowance remaining near the end of the contract period will be reduced from contract by contract modification.

1.15.5. Supervisor (Post 4) Requirements. The Supervisor will be capable of responding immediately to any operational need. The Supervisor will also conduct specific checks at key locations on McClellan and Pelham Range. The Supervisor will conduct health and welfare checks to verify that all security guard personnel remain fit for duty. The Supervisor will be trained to perform clearing barrel duties as defined by FM 3-23.35, paragraph 1.13 through 1.15, by the local Security Officer and the training will be documented in the individual's training records. However, the Supervisor will perform clearing barrel duties only for Contractor employees.

1.15.6. Personnel Records. A copy of all records for each employee will be maintained by the PM at the JFHQ office. These records will be available for inspection by the Government to ensure compliance with the PWS. Records include, but are not limited to state training completion, verification of license application, state weapons and state training licenses/certifications, proof of medical and drug clearance for each employee, documented proof of completed local background investigation and other training documents.

2.0 SERVICE SUMMARY (SS)

SS #	Performance Objective	Performance Threshold
1	Provide armed guards to meet posting schedules	100% of all scheduled manning is achieved.
2	Contract guards meet all prerequisite requirements	100% of all guards meet all PWS prerequisite requirements prior to posting
3	Qualified guards are on post a. Guards are properly trained. b. Guards are properly armed. c. Guards are properly equipped.	100% of all posted guards are current in all Contractor required PWS training and certification. 100% of all posted guards are properly armed. 100% of all posted guards are properly equipped.
4	Properly control installation entry	100% of all unauthorized personnel and vehicles denied entry 100% of all commercial vehicles are properly inspected 100% of all explosive laden vehicles directed to proper holding areas and receiving points 100% verification of documentation and need to enter the installation prior to issuing visitor passes.

3.0. GOVT FURNISHED. The Government will provide to the Contractor, for use in the performance of this contract only, the following information, facilities, property and equipment.

3.1. Initial Training. After each guard satisfactorily completes all personnel requirements in Section III (including meeting all prerequisites to obtain a state guard license in jurisdictions where available), the Government will provide that guard approximately 16 hours of training. Government-furnished initial training includes, but is not limited to:

- Unit mission as applicable to the Contractor duties
- How to use and care for Installation facilities and equipment.
- How to perform Installation Entry Control duties, Vehicle Inspections duties, and Visitor Control Center duties.
- Familiarization with Memorandums of Understanding or assistance agreements with local supporting agencies.
- Safety.

- Routine, Exercise and Emergency Actions to include: Safe Haven, bomb threat, HAZMAT, explosive shipments, etc.
- Communication procedures (radio, telephone).
- Ensuring Contractor guards are able to detect and detain persons suspected of committing other offenses such as drunk driving, improper transport of drugs, and transporting explosive materials/weapons, etc. in accordance with installation SOPs and/or special orders.

3.2. Administrative Space/Guard Shack. Government will provide the Contracted Security Guard Officers with only the available resources as is in the existing Guard Shacks/structures/facilities at each site/post location. Telephone access may be provided in these site/post locations but will be for the local area only. There is NO Government requirement for Contractor to provide Guards with a computer and/or all peripheral computer equipment and supplies to each site/post location. If Contractor requires these amenities, then Contractor shall obtain permission to modify existing facilities and/or to install any such equipment. Contractor-installed equipment must comply with ALL the security requirements enforced by the Government.

3.3. Duty Equipment Storage. Contractor is responsible for storage of duty equipment.

4.0. INVOICING FOR SERVICES. Contractor will provide a separate monthly invoice for each of the following items (see RFP for detail of items):

- the monthly portion for the initial costs items (item 1 on the RFP);
- the monthly costs for the Security Officers, McClellan/Pelham Range Supervisor, and the Program Manager (item 2 on the RFP);
- the monthly costs for the Anti-Terrorism Program Manager (ATPM) and the actual ATPM Travel for the billing period (item 3 on the RFP).

5.0. SUBMISSION REQUIREMENTS. Contractor will provide the following items as a minimum to be considered:

- **Letter of interest:** This letter will provide the name of the Contractor that will provide the services and an executive summary to address all of the selection criteria items (i.e. DoD and/or military experience, other related experience, training and certification programs, references, etc.) as listed in paragraph 6.0 SELECTION CRITERIA below;
- **Properly Executed Request For Proposal (RFP) Form:** This form must be properly executed and delivered within the specified timeline;
- **Professional Resume:** This will include all information about the provider and its organization, staffing, capabilities, qualifications, experience, references and other pertinent information that will be used to evaluate the submission;
- **Biographical Summary and Resume for BOTH:**
 - Anti-Terrorism Program Manager (ATPM) and
 - Program Manager (PM);

- **Budgetary Information:** This will include all of the dollar amounts addressed in the RFP;
- **Description with Pictures of Vendor’s “Alternate Uniform”** that is different than the specified uniform (**ONLY required if submitting alternate uniform**).

6.0. SELECTION CRITERIA: Each valid proposal received within the designated time period will be evaluated based upon the following criteria:

45% Experience and Performance working at/on DoD, Military, and/or NG Installations;
 10% “Other Related” Performance and Experience
 20% Resources and Capability
 10% References
 15% Budgetary Information

- Experience working on DoD, Military, and/or NG Installations: This will be an evaluation of the Contractor’s previous experience at locations that **specifically** deal with the types of service required by this contract.
- “Other Related” Performance and Experience: This will be an evaluation of the Contractor’s previous experience at other locations with similar type of service. Also this will be an evaluation of the Contractor’s experience and success with Federal and State Contracting procedures.
- Resources and Capability: This will be an evaluation of the Contractor’s:
 - Training and certification programs;
 - Ability to administer payroll, time and attendance, data collection and reporting, and similar operations;
 - Ability to operate without advance funding and sustain operations with monthly invoices and reimbursement for expenditures.
- References: This will be an evaluation of the references provided in the submission.
- Budgetary Information: This will be an evaluation of the Cost Items on the RPF.
- **NOTE: Selections are based on best value and NOT price alone.**

APPENDIX A – UNIFORM SPECIFICATIONS*

- 1) Navy blue shirts, either long or short sleeve, with one company officer patch on left sleeve, American flag on right sleeve
- 2) French Blue trousers
- 3) French Blue tie worn with the long sleeve shirt
- 4) Black belt with subdued color buckle to match uniform
- 5) Navy baseball cap with company logo
- 6) Silver nametag worn over the right breast pocket
- 7) Silver company security enforcement badge worn over the left breast pocket with badge number
- 8) Black boots or shoes

Inclement weather uniform (dependent on local base requirements)

- 1) Navy Bomber Jacket with company officer patch on each sleeve
- 2) Navy or black watch cap or balaclava
- 3) Navy Parka with company officer patch on each sleeve
- 4) Navy cold weather coverall
- 5) Black or navy Gortex parka and pants
- 6) Black gloves
- 7) Black cold weather boots
- 8) Yellow rain coat, black headgear and footwear

* Any and all variations to this list must be reviewed by DOMS and approved by Contracting Officer prior to any change.

APPENDIX B – MANPOWER ASSESSMENT

POST #	LOCATION	Hours of Operations	Days per Week of Operation	Number of Personnel on Duty
1	JFHQ – Montgomery, AL Front Gate	12 0600 - 1800	5 Mon-Fri (Includes Holidays EXCEPT: Independence Day, Christmas Day, New Years Day and Thanksgiving Day)	2
2	Fort McClellan, AL Front Gate	24	7	2
3	Pelham Range Front Gate (Gate # 3)	24	7	2
4	Supervisor w/Vehicle Fort McClellan/Pelham Range	24	7	1
5	Program Manager (PM) Services JFHQ – Montgomery, AL * (NOTE: PM to be available, day or night, as needed to respond to needs of JFHQ personnel)	8 * 0800 – 1700	5 * Mon-Fri (Excludes Holidays)	1
6	Anti-Terrorism Program Manager (ATPM) Services JFHQ – Montgomery, AL	8 0800 - 1700	5 Mon-Fri (Excludes Holidays)	1

APPENDIX B – MANPOWER ASSESSMENT (Continued)

ADDITIVE ALTERNATE POSTINGS AND LOCATIONS				
POST #	LOCATION	Hours of Operations	Days per Week of Operation	Number of Personnel on Duty
A1	Fort McClellan, AL Back Gate (Minuteman)	12 0600 - 1800	5 Mon-Fri (Includes Holidays)	2
A2	Pelham Range (Gate # 5)	24	7	2
A3	Army Aviation Support Facility #1 – Montgomery, AL	12 0600 - 1800	5 Mon-Fri (Includes Holidays EXCEPT: Independence Day, Christmas Day, New Years Day and Thanksgiving Day)	2
A4	Army Aviation Support Facility #3 – Mobile, AL	12 0600 - 1800	4 Tue-Fri (Includes Holidays EXCEPT: Independence Day, Christmas Day, New Years Day and Thanksgiving Day)	2